(Date)

* **Insert Company Letter Head**

**Energy In-Country Value (EICV) Division**

Department of Energy,

Prime Minister’s Office,

Jalan Perdana Menteri, Bandar Seri Begawan,

Negara Brunei Darussalam

Dear Sir/Madam,

**Re: Application for Special Authorization Work Pass (SAWP)**

(Insert text)

* State if this is **New** application **or Renewal/Extension**?
* State the current Local Employment % in the company
* **Justification** on applying SAWP application and **purpose of visit** (e.g. short-term project, call-off, etc.- **specific work scope/task**)
* Please state place of residence while working in Brunei

Details of the personnel as below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Position in the Company** | **Nationality** | **Age** | **Passport No.** | **Date of current SAWP expiry**  (for **extension** application only) |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

* Summary of LBD current and target for [**State Company Name]** – As of (**dd/mmm/2025**)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Category** | **Actual** | | **Target** | |
| **Local (%)** | **Non-Local (%)** | **Local (%)** | **Non-Local (%)** |
| * Management |  |  |  |  |
| * Supervisory |  |  |  |  |
| * Skilled |  |  |  |  |
| * Unskilled |  |  |  |  |
| * Legal, Admin, Accounts |  |  |  |  |
| **TOTAL** | **E.g. 40 (80%)** | **10 (20%)** | **50 (50%)** | **50 (50%)** |

*\*State the number of headcounts and the percentage.*

We appreciate your kind assistance in considering our request for SAWP for the individual(s) mentioned above.

Thank you for your cooperation.

Yours faithfully,

For [**State Company Name**]

…………………………….

**Name of Applicant**

Position Title

CC

* YM Pesuruhjaya Buruh, Jabatan Buruh, Kementerian Hal Ehwal Dalam Negeri.
* YM Pengarah, Jabatan Imigresen dan Pendaftaran Kebangsaan, Kementerian Hal Ehwal Dalam Negeri.
* YM Ketua Cawangan Pejabat Buruh, KB, Jabatan Buruh, Kementerian Hal Ehwal Dalam Negeri.